

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
JUSTICE SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future supervisory positions which manage programs within the Milwaukee Crime Laboratory of the Department of Justice. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are supervisory positions which function as the Office/ Business Manager of the Milwaukee Crime Laboratory located within the Department of Justice. Positions are responsible for administering programs to include budget development, personnel, security, facilities management, telecommunications and supervision of program staff. Positions allocated to this classification recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate staff.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not located in the Milwaukee Crime Laboratory of the Department of Justice.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

JUSTICE SUPERVISOR

The position allocated to the Justice Program Supervisor classification functions as the Office/Business Manager for the Milwaukee Crime Laboratory and administers the laboratory's programs for the biennial and annual budgets, personnel, facilities, security, telecommunications, fleet and LAN management, and coordination and monitoring of the garage for evidence examination; is responsible for the operation of the laboratory in the absence of the director; supervises administrative support staff; coordinates the support services with the forensic services for the laboratory; and serves as the liaison with local, state and federal law enforcement agencies and coordinates efforts to research case status and establish case priorities.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 as a result of the Broadbanding Study and announced in Bulletin CLR/SC-109 to describe positions which were previously classified as Justice Program Supervisor 1. That classification was abolished in the same bulletin effective March 12, 2000.

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